

**Office of Central Inspection
City of Wichita
Plan Review Section**

Conditional Permits

**Conditional Permit: General
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Conditional Permit:

On projects where time is critical, a conditional permit can save valuable time. The issuance of a conditional permit allows construction to proceed prior to the full review of the building project. Minimum submittal standards must be met and are found in this brochure.

Submission Package:

The basic complete submission package should include the following:

Conditional Permit Request Form:

Prior to issuance of a conditional permit, a completed Conditional Permit Request form shall be submitted. The form requires the applicant to specify what level of construction is desired under the conditional permit. In addition, both the owner and contractor must sign the form.

Keep in mind the issuance of a conditional permit does not guarantee the issuance of the full permit. The request form obligates the owner and contractor to restore the land to its original condition if the full permit cannot be issued. Every effort is made to ensure that prior to issuance of a conditional permit, a full permit is possible.

Plan Submittal Information Sheet:

See the "Plan Submittal" brochure for requirements on preparation of the Plan Submittal Information sheet.

Project Plans:

Plans and specifications shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the adopted codes, relevant laws, ordinances, rules and regulations.

- ◆ Three complete sets of plans
- ◆ Three additional site utility/drainage plans
- ◆ One site plan with impervious area calculations
- ◆ One specification book
- ◆ Drawings shall be legible, drawn to scale and dimensioned
- ◆ Minimum sheet size of 18" x 24"
- ◆ Sealed by Architect and Engineers
- ◆ Number of off-street parking spaces
- ◆ Landscape requirements shall be noted

Progress Plans:

If the plans submitted for review are not complete, they are considered as progress plans. In order to qualify for a conditional permit, the plans will need to be of sufficient clarity to allow a basic review of the project. Generally, the plans will need to reflect at least the level of construction requested. Example: If a conditional permit for footing/foundation & slab is requested, then plans for those features and associated trades will need to be complete.

Code Sheet:

A code sheet provides an analysis by the design professional of the life safety issues associated with the proposed construction project. See separate brochure entitled "Code Plan" for

details. Providing this document at time the conditional permit is requested is of great benefit, since it provides valuable information on exits and construction type.

Site Plans:

See separate brochure entitled “Project Plans” for details.

Special Site Issues:

Whenever special circumstances, such as subdivision or zoning issues are required that may affect the development of a site, the issuance of a conditional permit may be delayed or not allowed until that process is finalized. Under these conditions, the request will require approval by the Superintendent of Central Inspection prior to issuance of the conditional permit.

Architectural and Engineering Plans:

Plans must be sealed by an individual or firm licensed to practice in the State of Kansas. See separate brochure entitled “Project Plans” for details. If the individual or firm has requested licensure by the State of Kansas, but has not finalized that process, construction cannot proceed until approval is granted. Proper documentation is required prior to release of the conditional permit.

In many circumstances, trade drawings may not be finalized or available for submittal at the time of conditional request (see progress plans). When this occurs, the scope of work that can be allowed will be limited accordingly.

Specialty plans:

See separate brochure entitled “Project Plans” for details.

Project Valuation:

- ◆ Total construction cost including, finishes work, painting, roofing, electrical, plumbing, mechanical, elevators, fire extinguishing systems and other permanent equipment.
- ◆ Provide construction contract or
- ◆ Price Verification form or
- ◆ Contractor’s estimate or
- ◆ Building Valuation Tables.
- ◆ Separate valuation for each building

A request for issuance of a conditional permit prior to ten business days from the application date will result in an additional fee payable to the City of Wichita. An additional charge of 25 percent of the plan review fee will be assessed, unless the plans are progress, then the fee is 50 percent.

At the time the conditional permit is issued, the contractor will pay the permit fee associated with the project. Once the project is ready for issuance of the full permit, no additional fee is required.

How to Contact Us

Our Mailing Address:

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Phone Numbers:

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Plan Review:
 Local: (316) 268-4477
 Out of State: 1-800-591-0938
Building Inspection: (316) 268-4648
Mechanical Inspection: (316) 268-4473
Plumbing Inspection: (316) 268-4471
Electrical Inspection: (316) 268-4465
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